

Custodial, Labor and Trades Branch
Labor and Trades Supervision Group
Sanitation Series

SANITATION OFFICER

03/95

Summary

Under general supervision, supervises a division of crews and equipment engaged in refuse collection, weed removal, refuse disposal, landfill operation, and inspection work; issues Class "C" misdemeanor citations for violations of the City's Sanitation Code; performs related work as required.

Typical Duties

Makes recommendations in the establishment of refuse collection routes; assigns stops and starts of refuse pick-up service; assures that routes are completed at the prescribed time; supervises crews engaged in the collection of refuse, trash and debris; checks with crews to discern problems and initiate appropriate corrective action; assures that crews do not salvage items from points of collection; reviews and follows through on difficult customer's complaints; conducts routine inspections of routes to assure that schedules are met and proper services rendered; operates City owned vehicle in the performance of duties; picks up dead animals and missed trash.

Supervises the orderly disposal of refuse within a designated landfill area; inspects vehicles carrying refuse to assure that pollutants such as asbestos, chemicals and other dangerous liquids and materials are not illegally dumped at the site; directs vehicles with dangerous pollutants to specific dumping areas and makes reports; checks for dumping areas and makes reports; checks for unauthorized vehicles dumping at the site; assures that refuse is properly compacted and covered; inspects dumping area and checks for potential fires; calls fire department to extinguish landfill fires; assures compliance with local, state and federal health rules and regulations; assures that commercial vehicles carrying refuse are accurately charged; refers difficult citizens' complaints to superior.

Issues Class "C" misdemeanor citations for violations of the City's sanitation code; attends municipal court hearings concerning violations of the sanitation code; reviews, discusses and assists other inspectors in the preliminary preparation of legal documents prior to court hearings; in conjunction with the Legal Department prepares final documentation for legal action against sanitation code violators; obtains legal description from Tax Office to assess liens on private property for services rendered.

Trains, reviews and evaluates the work of assigned personnel; advises subordinates of their performance and duties; assigns personnel as required; maintains inventory of assigned area buildings and its contents and rolling equipment; prepares daily activities and work attendance reports; makes recommendations on hiring and terminations, disciplinary actions and other personnel matters; follows up on frequent reoccurrences of absenteeism.

Checks equipment for safety hazards and takes appropriate action; assures the proper and safe operation of refuse collection, heavy machinery and compacting equipment; prepares recommendations for the repair of disposal of collection and disposal equipment; conducts safety meetings as required; assures compliance with uniform and safety rules and regulations; investigates causes of injuries and vehicle accidents; prepares or assists in the preparation of employee injury and vehicle accident reports.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and six years of experience in refuse collection and disposal including two years of progressively responsible supervisory experience or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of municipal, state and federal laws concerning the collection and disposal of refuse; considerable knowledge of refuse collection and disposal methods, practices and procedures; considerable knowledge of equipment used in refuse collecting, transfer and disposal; considerable knowledge of the health and physical hazards of refuse collection and safety practices and procedures of the job; good knowledge of the geography of the City; good knowledge of personnel rules and regulations, standards of conduct and work attendance.

Ability to train, supervise, review and evaluate the work of assigned personnel; ability to enforce municipal, state and federal laws concerning the collection and disposal of refuse firmly and impartially; ability to enforce personnel rules and regulations, standards of conduct and work attendance; ability to deal with the public tactfully and courteously;

ability to establish and maintain effective working relationships with fellow employees and the general public; ability to express oneself clearly and concisely; ability to conduct injury and vehicle accident investigations; ability to enforce uniform and safety rules and regulations and practices and procedures; ability to maintain records and prepare reports.

Skill in the operation of a motor vehicle.

Licenses and Certificates: Texas Class "B" Driver's License.

Physical Requirements: Occasionally lifting and carrying of heavy objects; exposure to all weather conditions; exposure to unpleasant working field conditions; operation of a motor vehicle through city traffic; mobility within an office environment.

Special Requirement: Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature with Mass Transit}, are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Director of Personnel

Department Head